

CLERK'S OFFICE – YEARLY REPORT 2004 A YEAR IN REVIEW

TELEPHONES

The Clerk's Office is the general information number for Delta Township offices. We receive incoming phone calls for each department on a daily basis. Many callers are not aware of the direct number to the appropriate department or are not sure which department they need to contact.

The Clerk's Office may receive an influx of calls based on activities, various programs, or projects that the Township is involved in during the year which may affect township residents which include: Parks & Recreation programs, recycling, EATRAN tokens, water shut-off notices, dog licenses, tax season, snow plowing, water projects, street lighting requests, flu vaccinations, elections (absentee voting), complaints and general information. During De-Junking, De-Leafing and Elections the calls in our office triple producing an excessive amount of incoming phone calls. Although the phone calls create a greater volume of work, this gives the Clerk's Office an opportunity to serve and better inform our residents in a positive manner by answering their questions and concerns. It also grants insight and familiarity to other departments within the Township.

2004 MUNICIPAL/STATE/FEDERAL ELECTIONS

Clerk Vedder was appointed to the Help America Vote Act Committee, which submitted a plan for Michigan to be eligible for federal grant monies for replacement of election equipment. Secretary of State Terri Lynn Land has instituted a Statewide Uniform Voting System. The state of Michigan's Uniform Voting System will be the Optical Scan System, which runs fairly similar to the system Delta uses presently with punch card except that Optical Scan is a paper ballot. There will be significant increases in cost of ballots, printing, postage, training time and materials. Additionally, funds on the state & federal level are not expected to cover all of the cost of the equipment. The new equipment will be ordered in January of 2005, as the whole state must be on the optical scan system by 2006. The PBC 2100's that Delta presently uses will be retired.

The Presidential Primary scheduled in February, was postponed by executive order of the Governor for the year 2004. Election supplies were inventoried and ordered, PBC's serviced, and 10,000 absent voter ballot envelopes were stuffed. Election manuals were re-written specifically for the primary and general elections. All law changes passed by legislature during 2004 had to be incorporated into manuals and procedures for training of the election workers.

Five Election worker-training classes were scheduled for the Primary and the General elections for a total of ten trainings being held for our worker's in 2004. Classes scheduled consisted of: Absent Voter Counting Board, Precinct Chairman, New Precinct worker's and those workers who have worked in past were given a choice of morning or evening class. Election inspectors are required to attend training as a prerequisite to working on elections for Delta Township.

CONSOLIDATION OF ELECTIONS

Delta Township has spent considerable time in training and assisting Grand Ledge Public Schools in learning how to conduct quality elections, with the passing of the Consolidation of Election Law. Delta will be conducting school elections for Grand Ledge starting in 2005 for a two-year contract.

Legislation was passed in 2003 for Consolidation of Elections, meaning schools will no longer be conducting their election it will be the local jurisdiction/county. State election laws will be changed in regards to school elections vs. political elections. New laws regarding school elections will be in effect starting in 2005. Schools will be limited to (4) four different days during the year, February, May, August & November, and the possibility of one special election, and all elections will be on Tuesdays. When this bill takes effect Delta Township will be conducting elections for; local school district, Intermediate District and Lansing Community College. They will have to reimburse Delta Township for some expenses incurred such as supplies and election worker's, but staff time cannot be billed to school, only overtime. As a result of this law change, Delta Township will be conducting elections every year versus just on even years.

ELECTION STATISTIC FOR DELTA TOWNSHIP

The following is information for the past eight-year election cycle regarding votes cast and the number of registered voters in Delta Township from 1996 through 2004:

<u>ELECTION</u>	<u>DATE</u>	<u>TYPE</u>	<u>REGISTERED VOTERS</u>	<u>VOTES CAST</u>
General	11/4/1996	Presidential	22,201	15,174
Primary	8/6/1996		21,629	5,270
General	11/3/1998	Gubernatorial	23,370	12,803
Primary	8/4/1998		23,236	5,322
General	11/7/2000	Presidential	22,564	16,554
Primary	8/8/2000		22,219	4,740
General	11/5/2002	Gubernatorial	22,595	13,474
Primary	8/6/2002		22,330	6,416
General	11/2/2004	Presidential	23,684	18,255
Primary	8/3/2004		22,950	5,155

QUALIFIED VOTER FILE

Qualified Voter File continues with upgrades to the database throughout the year. Upgrades are made to the database, incorporating law changes in the qualified voter file that have taken place in the state legislature. The Qualified Voter File is the state mandated database for elections and voter registration.

This database will continue to be updated according to election law changes that will have to be implemented in the qualified voter file throughout the year on a year-to-year basis..

The Qualified Voter File will continue to be a major part of the Clerk's Office daily routine. The QVF database goes hand-in-hand with maintaining the 23,684 plus master cards and keeping them updated and accurate, which is reflected on Election Day.

Clerk's staff attended several training sessions on all new election law updates and the Qualified Voter File updates throughout the year to be prepared for the many procedural changes that had to be put in place and incorporated for the Primary Election and the General Election in 2004.

QUALIFIED VOTER FILE – DIGITIZED SIGNATURE

The Qualified Voter File has the ability to scan digitized signatures from the Secretary of State Office. When voter registration forms are received, the signature is scanned into the voter's computerized registration record. This expedites the process of looking up signatures for absent voter ballots, checking petitions etc. The digitized signature module has been long awaited by the clerk's within the state for use in the voter registration & election applications through the Qualified Voter File. This process alone has saved a magnitude of staff time.

QUALIFIED VOTER FILE – BUSINESS ADDRESS MODULE

The Qualified Voter File added a Business Address module to the operating system in 2003. All business addresses were inputted into this module for Delta Township. This module now flags any voter registration application that is applied for at a business address and initiates an in-box transaction list. When staff receives this information, appropriate steps are taken to let the voter know they cannot be registered at a business address and to correct their voter registration. This module continues to be upgraded and kept up to date to ensure the accuracy of the Qualified Voter File.

PURGING OF CANCELLED VOTER REGISTRATION CARDS

Cancelled voter registrations have to be maintained on file for a period of ten (10) years. In December of every year the cancellations are purged and cancelled voter registration cards destroyed. This will be a yearly activity in the Clerk's Office. There were approximately 400 cards destroyed from 1994 cancellation file in 2004.

ELECTION MAILINGS

Clerk's Office mailed approximately 27,372 pieces of mail in 2004, not including general correspondence, certified mail and other notices. Following is a breakdown of items mailed:

Voter Identification Cards (New, Address & Name Changes & Confirmation & requests)	7,023
Voter Identification Cards for 3 Precinct Location Changes	4,663

Permanent Absent Voter Applications (Primary & General	7,843
Absent Voter Ballots (Primary)	2,859
Absent Voter Ballots (General)	<u>4,984</u>

TOTAL	27,372
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VOTER REGISTRATION

	1/02 - 12/02 <i>(Gubernatorial Year)</i>	1/03 - 12/03	1/04 - 12/04 <i>(Presidential Year)</i>
NEW	3240	2566	6244
CHANGES	329	297	779
ID'S	3449	2763	7023
CANCELS	2320	2115	3142
TOTALS	79,338	7,641	17,188

As illustrated in the above chart, voter registration increases dramatically in high turnout election years such as the Gubernatorial or Presidential Elections. Voter registration increased drastically in 2004, as this was a Presidential Election Year. Throughout the state voter registration was impacted due to several groups on voter registration drives. Michigan also felt the affects of fraudulent voter registrations. We were notified by the State Elections Bureau in September that fraudulent voter registrations were surfacing and what factors to use to decipher whether the voter registration was fraudulent or not. Delta Township ended up sending between 200-300 voter registrations to the Eaton County Prosecutors Office for authentication prior to being processed; meaning deputies physically talked to and checked identification of every registration we suspected of fraud before the registration could be processed and voter identification card mailed. Due to this issue it will probably necessitate law changes in the future to circumvent problems with voter registration fraud.

<u>REGISTERED VOTERS</u>	<u>YEAR</u>	<u>REGISTERED VOTERS</u>	<u>YEAR</u>
5,559	1968	17,601	1988
6,991	1970	18,773	1990
10,428	1972	20,375	1992
10,805	1974	19,958	1994

12,901	1976	22,201	1996
13,002	1978	23,370	1998
NO DATA AVAILABLE	1980	22,564	2000
15,125	1982	22,595	2002
15,364	1984	23,684	2004
16,225	1986		

REGISTERED VOTER MASTER CARD FILES

Updating address and name changes, processing new master cards, voter cancellations, challenging voters who have moved out of state, and sending “Notice of Cancellation” cards is daily routine for the Clerk’s Office. This information is received electronically from the State of Michigan Qualified Voter File via inbox transaction lists and staff takes appropriate action.

2004 Voter Registration increased drastically due to it being the Presidential Election Year, having the Kardveyer (Master Card File) made working on updates, filing new master cards or pulling cancellations very easy and practical, as workspace is provided. A considerable amount of time was spent at this area in 2004 due to the increase in voter registration. This Kardveyer is used on a daily basis by staff.

CEMETERIES

The Clerk’s Office maintains the record keeping for the two Township owned cemeteries, Delta Center & Delta Hillside. A Burial Rights Certificate is issued to plot purchasers and plot transfers and printed from our computer database. We also keep records of the burial transit permit, plot purchase and grave opening orders.

In 2004 there were 62 burials and 42 deeds issued. 42 deeds were issued to new owners with 4 deeds being plot transfers. New owners purchased 60 regular earthen plots, 6 cremation plots & 4 columbarium plots in 2004.

Sonja McCarty from the Michigan Genealogy Society volunteered her services in 2003 and put a book together of the Delta Township Cemeteries. The book lists all burials in Delta’s cemeteries, family information, military information etc.

The book is located in the Clerk’s Office at Delta Township and at the Michigan State Library for those genealogy enthusiasts. The Clerk’s Office staff has computerized this information in 2004 for better record keeping, and is continually updating as deceased are entered in our system and will be an ongoing project year to year.

DELTA TOWNSHIP’S CENTRAL FILE CENTER

The Clerk’s Office is responsible for maintaining the township’s master filing center. All files contained within the twenty-four cabinets were cleaned out, documents purged and all cabinets reorganized to be better utilized by township staff. The filing systems contained in the Clerk’s Office is the depository for all permanent administration building records.

RECORD RETENTION

Clerk's Office has investigated a records retention program for township wide administration. Staff met with every department to find out what records were being kept and in what manner. A preliminary schedule has been created for staff to utilize and policies will need to be developed for record retention and retrieval according to state regulations. Permanent documents must be micro-fish or paper, temporary records may be scanned, to meet state regulations.

AGENDA/MINUTES

During 2004, there were a total of 71 projected Board meetings, which included 22 Regular Board Meetings, 46 Work Sessions and 3 Special Meetings. Work Session Meetings are scheduled on the same nights as Regular Meetings; however, additional Work Session Meetings are also held on other days as well. Therefore, the Board made 49 trips for meetings this year. In addition to these meetings, a total of 781 agenda packets (for Board members and a few staff members) were printed. For the Regular meeting, 242 agendas were printed, 506 for the Work Session meetings and 33 for the Special meetings. Over 300 pages of minutes were typed for the various Board meetings.

Each agenda packet contains back-up material pertaining to individual agenda items. This back up material consists of minutes, staff reports, applications and other items. Copies of agenda packets are bound and distributed to Board members, several staff members and posted on the Township's intranet. Agendas are also posted at the three entrances to the building. Minutes are transcribed, proofread, approved by the Clerk, approved at a Board meeting, scanned and printed in a permanent minute book.

Department Directors are now able to access the agenda from the Intranet, which saves time and cost in printing. The use of this digital agenda has greatly reduced the amount of agendas printed in 2004.

The Zoning/Sign Board of Appeals met 11 times in 2004. Minutes for ZBA and SBA are processed by the Planning Department; with final approval by the Clerk.

RESOLUTIONS/SYNOPSIS

Following each Regular Board meeting, resolutions are drafted for each agenda item in which action was taken, with the exception of minutes and financial transactions. Resolutions are part of the permanent record.

Of the 22 Regular Board meetings held in 2004, an estimated 285 resolutions were drafted, signed by the Clerk, and distributed to related departments and/or applicants. A synopsis of each Board meeting is compiled and printed in the newspaper as a legal ad. Twelve synopses were submitted as legal ads during 2004.

LICENSES

The Clerk's Office is responsible for the processing of licenses from Amusement & Entertainment to Massage Therapy to Vending Licenses within the township. A packet of information was developed for all licenses overseen by the staff of the Clerk's Office.

A cover letter, application, ordinance and any other applicable information were put together in packet form for each license to help prospective applicants through the licensing procedure in Delta Township.

Issuance of a license or permit is just the end product. Prelude to issuing any license is answering the inquiry and working with the applicant, either by phone, at the counter, or through the mail to determine if they qualify or even need to file an application.

Upon receipt of an application, a fee is received and receipted to the applicant. Letters of investigation to the Sheriff's Department, Planning, Building (Sign), and Fire Department, if applicable, are sent.

Some licenses/permits require Board approval; therefore, need to be put on the Board agenda with a motion letter.

Upon approval, the license/permit is drafted and sent to the applicant.

The following licenses/permits have been issued in 2004:

Parks and Recreation Department/Night Magic, Inc. was issued a Fireworks Permit for the Delta Township Fourth of July Fireworks Display.

Vendor Permits issued in 2004:

Permit No.	Name	Date	Location	Purpose
04-01	Clean Water Action	4/26/04	Door-to-Door	Membership
04-02	Grand Rapids Wheelchair Sports	5/10/04	Door-to-Door	Fundraising
04-03	TNT Fireworks	6/15/04	Menards	Firework Sale
04-04	Homier Distributing	7/15/04	Lansing Mall	Tent Sale
04-05	She & B; LaShema Marble	7/20/04	Door-to-Door	Merchandise
04-06	Creamco LLC	7/20/04	Door-to-Door	Ice Cream
04-07	Wright Enterprise	8/4/04	Door-to-Door	Merchandise

04-08 Creamco LLC 8/24/04 Door-to-Door Ice Cream
(Renewal)

In cooperation with the Sheriff's Department especially with Lt. Warder's assistance, we teamed, to fully enforce the illegal vending on the street corners of Delta Township. With the changes in the ordinance and fees in 2003, it is a misdemeanor, to participate in vending activities without a license in Delta Township, which is a \$250.00 fine. Due to the increased cost, we feel there has been a decline in vending activity within Delta Township but increase in the requests from non-profit groups.

The following 16 Amusement Device Licenses were processed and issued to township businesses who have coin-operated amusement devices:

- < Chi Chi's Restaurant
- < Chuck E Cheeses
- < Denny's Restaurant
- < Frank's Press Box
- < Funtime Adventure Park
- < Holiday Inn
- < Kroger's Supermarket
- < Lansing Mall General Cinema
- < Meijer
- < Midway Motor Lodge (Best Western)
- < Oade's Bar & Grill
- < Ponderosa Restaurant
- < Red Robin Restaurant
- < Reno's Sport Bar
- < Time Out
- < Tony M's
- < Walmart

Class C Liquor Licenses

Delta Township was issued three (3) Class C Liquor Licenses due to the 2000 census. All three licenses have been applied for and approved in 2004 to the following businesses:

1. Logan's Roadhouse at located at 5800 West Saginaw Highway, Delta Township
2. Carmello's. - 6131 West Saginaw Highway, Delta Township
3. Red Cedar Grill - located at Unit 501, Lansing Mall, Delta Township

Going Out of Business License

The Clerk's Office issued one (1) Going Out of Business License in 2004 to:

1. Reed Jewelers – 5776 W. Saginaw Hwy., Lansing Mall

Reed's Jewelers will not be renewing lease at the Lansing Mall and will close December 31, 2004.

STREET LIGHTS

Seven Street Lighting Districts were established in 2004:

- 1) Ashford Manor 2
- 2) Market Place (Primary Lights)
- 3) Saratoga Woods 3
- 4) Broadbent Wood 3
- 5) Laurel Woods
- 6) Morgan Glen
- 7) Pointe West 2

These particular street lighting districts did not require hearings of necessity. Instead, staff hours were used for mailing the Waiver of Notices, contacting the owners, phone calls to electric companies, gathering information, signing documents and ensuring the item(s) was placed on the agenda for approval.

CODIFICATION OF ORDINANCES

In May of each year adopted ordinances are sent to Municipal Code Corporation for processing, resulting this year in Supplement No. 12 to the Delta Township Code of Ordinances.

The following 6 ordinances were approved by the Township Board in 2003/2004 and were added to the Code of Ordinances Book.

Ordinance No. 03-10	10/6/2003	Amending chap. 15 signs
Ordinance No. 03-11	10/6/2003	Amending chap. 12 offenses
Ordinance No. 03-12	11/17/2003	Amending chap. 15.5 streets, sidewalks and public places
Ordinance No. 03-13	11/17/2003	Amending chap. 2 administration
Ordinance No. 03-14	3/1/2004	Amending chap. 18 utilities
Ordinance No. 03-15	3/1/2004	Amending chap. 15 sign ord.

7 Zoning Ordinance re-zonings or text amendments were adopted in 2004. The same process applies to the Zoning Ordinance re-zonings or text amendments.

- Re-zonings and/or amendments to the Zoning Ordinance are introduced at a Board meeting (first reading), scheduling the date for final adoption.
- The introduction is submitted to Community Newspapers as a legal ad.

- At the meeting for adoption, which is really the public hearing for it, Board members or interested persons can speak to the validity of it or ask questions.
- Once the ordinance is adopted, Clerk's office submits the adoption to Community Newspapers for publishing, and an Ordinance is drafted.
- Required signatures are obtained and the ordinance is logged in and added to the permanent record book.

PASSPORT ACCEPTANCE AGENCY – DELTA CLERK'S OFFICE

Staff has attended passport class in Kalamazoo and Chicago and has obtained the necessary training for Delta Township to become a passport acceptance agency. Chicago is the issuing agent for the State of Michigan.

This program was projected to produce \$5,000 - \$15,000 dollars in additional revenue the first year. It was anticipated to provide an ever-increasing service to our residents and those neighboring counties due to easier access. Revenue is projected to be over \$30,000 in a few years after the inception of this program.

EATRAN TOKENS

Delta Township continues to sell EATRAN tokens, which began in 2002. The Elderly, Handicapped, Students and all others purchase EATRAN tokens. The tokens are sold in strips of ten and a total of 531 strips were sold in Delta Township in 2004. 117 elderly and handicapped, 373 students, 35 regular and 6 fun passes. \$3,880.50 was collected for the purchase of EATRAN tokens from residents who would have otherwise been required to drive to Charlotte to obtain tokens. This service was provided for residents who utilize the EATRAN transit system. The Clerk's Office sells more EATRAN tokens for the county than EATRAN sells. This has proven to be a great benefit to our residents who utilize the EATRAN system. This has also provided assistance for those parents who have their children enrolled in schools of choice or parochial schools, as bussing is not offered. EATRAN has become an option for parents to utilize for transporting children to and from school.

BROCHURES/ LISTS

Various lists and brochures prepared and maintained by the Clerk's Office include: an inter-departmental phone list, a Board of Trustees information list which includes the Township Boards and Commissions, a Welcome to Delta Township brochure, an informational recycling brochure and a general recycling leaflet that is revised monthly.

RECYCLING

Clerk's Office is the information source for the Recycling Center. A monthly newsletter is updated and distributed with the latest recycling news. Notice of special recycling programs, such as De-Junking Days and De-Leafing Days, are distributed to the public by this office.

Many telephone inquiries are received daily regarding hours of operation, location and questions on recyclable items.

Recycling data is maintained for the purpose of receiving grants. Clerk's staff works cooperatively with Parks & Recreation staff and Eaton County Resource Recovery to keep abreast of the latest news, changes, and programs affecting the Recycling Center and our environment. Special programs, such as telephone book recycling, sponsored by the City of Lansing, and ECRR-sponsored programs such as: Household Hazardous Waste Drop-Off; Scrap Tire, Ink-Jet Cartridge Recycling and Electronics Recycling are offered at Delta Township. There are also two containers at the Township Offices for collection of household batteries and cellular phones on a year-around basis.

MERCURY THERMOMETER EXCHANGE

The Clerk's Office continues to collect mercury thermometers in exchange for digital thermometers. This has been a very popular program for our residents.

DE-JUNKING DAYS 2004

De-Junking Days took place on May 20th, 21st and 22nd, 2004. The Clerk's Office along with the Parks & Recreation Department coordinated De-Junking Days by arranging for various companies to participate. Granger, Great Lakes Refrigerant Recovery, and Volunteers of America assisted in receiving the many items residents brought to the Recycling Center. Also this year, Curt Eure, founder of the Kid's Repair Program which helps kids fix bikes and eventually earn, participated in our recycling program and collected any unwanted or used bikes. Eaton County Sheriff's Department provided workers and many staff members of Delta Township volunteered to work during this event.

Advertising included two articles in the quarterly township magazine, the Grand Ledge Independent, Delta/Waverly Community News, the Recycling monthly newsletter, and the Delta Township web site. Residents were again required to get vouchers for recycling and yard waste during De-junking Days. A total of 1075 households were serviced with vouchers, where a vehicle count of 1233 traveled through the recycling center during De-Junking Days. There was a total of 1,089 cubic yards of refuse; 360 cubic yards of compacted yard waste; 41.92 tons of metal; 154 freon items; 108 propane tanks; 3000 lbs of telephone books and 120 cubic yards of items to Salvation Army were recycled and/or collected for disposal during this special event. There were 614.0 man-hours of labor (not including planning and preparation). The total cost for the De-Junking Days program equaled \$27,818.19. Many compliments were received from residents thanking the township for this program.

DE-LEAFING DAYS 2004

De-Leafing Days started on October 16th thru November 20th, 2004. For eleven days Delta residents were allowed to take their yard waste to the recycling center free of charge. Granger collected 767 cubic yards of compacted yard waste. The car counts during the days of de-leafing totaled 4,324. A crew of trustees from the Eaton County Jail worked more than 50 hours at the

recycling center during this time. Also, many extra hours of staff time was put forth into organizing this event. The Clerk's office sold approximately 250 Yard Waste Bags during the year; the bags are sold mostly prior to De-Junking Days in May and De-Leafing Days in the spring and fall.

EDUCATION/CLASSES

Tracy Ruiz continues with Qualified Voter File and Michigan Bureau of Elections classes. Kimberly Cannon and Penny Pearsall were trained for working during the Elections.

Clerk Vedder Clerk Vedder continues to participate in the "Help America Vote Act". The Committee of Election Officials meets monthly at Delta Township and is comprised of clerks throughout the state in which Clerk Vedder is a member. Clerk Vedder, attended the Michigan Township's Association and Municipal Clerk's Association Conferences.

The Clerk and her staff continue with training on an ongoing basis.

2005 GOALS

RECORDS RETENTION – GOAL 8

Clerk's Office has investigated a records retention program for township wide administration. A preliminary schedule has been created for staff to utilize. Policies will need to be developed and approved by the Township Board for record retention and retrieval according to state regulations. Permanent records have to be on paper or micro-fish

CEMETERY – GOAL 8

We have utilized the book compiled by Sonja McCartney from the Michigan Genealogy Association, which is a listing of all burials in our cemeteries and any information gathered regarding the deceased such as children, marriage, military etc. We have computerized this book for easy access for our genealogy enthusiasts and to keep our records up to date, this will be on-going to keep this updated.

SCANNING TOWNSHIP RECORDS – GOAL 8

Clerk's staff, continues to scan township records for easy retrieval and history. This project started in 2003 and is expected to continue through 2005 and beyond. Once all permanent documents are scanned the scanning will be maintained on a daily basis as required. New equipment has been purchased to store our records and for accessibility by other departments.

RECYCLING PROGRAMS – GOAL 2

The Clerk's Office is keeping the Recycling Center up to date by offering alternatives for recyclable materials. Eaton County Resource Recovery offers special recycling programs such as; Scrap Tire Disposal, Household Hazardous Waste, Mercury Thermometer Exchange, Propane Tanks, Electronics, Phone Books, Battery and Cell Phone collections, Cooking Grease Recycling to name a few.

The Clerk's Office writes a monthly information newsletter on the latest updates and special recycling programs and services available to our residents. This newsletter is available in the Clerk's Office and at the Recycling Center.

The Dejunking and Deleafing Programs will be held on May and November respectively.

COMPUTER CLASSES – GOAL 8

Staff continued through 2004 to obtain further training pertinent to the needs of the Clerk's Office.

ELECTIONS – GOAL 10

2005 will prove to be a challenging, educational, demanding year for the staff in the Clerk's Office. New election equipment will be purchased and all election procedures will have to be re-written. The new election equipment chosen by the Secretary of State will be Optical Scan. The equipment purchased for the whole county will be from the same vendor. When equipment is purchased staff will then learn the new equipment inside and out. Once this has been completed staff will start re-writing manuals for the optical scan equipment, re-writing training of election worker materials, procedures for operation at the precinct on election day, receiving board information on election night, Absent Voter Counting Board training materials etc. All training and procedural materials will have to be re-written based on optical scan equipment. We will then schedule some press releases and open houses for residents to come in and operate the equipment before Election Day to become familiar with the equipment.

PURGING OF VOTER REGISTRATION CANCELLATION FILES – GOAL 8

Voter registrations that have been cancelled for a period of (10) years can be destroyed. In 2004 the cancellations were purged and approximately 450 voter registration cards were destroyed. This is done on a yearly basis in our voter cancellation files, as everyday active voter registrations are cancelled, due to moving to another jurisdiction, moving out of state or deceased.

2004 ACCOMPLISHMENTS

COMPUTER CLASSES – GOAL 8

Staff will continue taking computer training and other classes applicable to the Clerk's Office needs.

RECORDS RETENTION – GOAL 8

Clerk's Office staff continues work on a records retention schedule to be utilized by the township in accordance with state regulations. Permanent documents must be micro-fish or originals must be maintained. Temporary records can be scanned for record keeping.

CEMETERY PROGRAM UPDATE – GOAL 8

The cemetery database utilized for the cemetery program was upgraded to Access 2003 from Access 2000. The cemetery book compiled by Sonja McCartney from the Michigan Genealogy Association to verify all burials has been recorded in the computer program. A Veteran report was also created in the cemetery program allowing us to print a list for the Cemetery Supervisor by cemetery section, lot and plot in which the veteran is buried. This has saved the Cemetery Supervisor approximately three hours in placing flags for observance of veterans on Memorial Day Weekend. We have changed our policy in regards to number of cremation burials on earthen plot. In the past two cremation burials were allowed and that has been changed to allow four burials, which better accommodates residents.

PURGING OF VOTER REGISTRATION CANCELLATION FILES – GOAL 8

Voter registrations that have been cancelled for a period of (10) years can be destroyed. In December of every year the cancellations are purged. The number of registrations destroyed varies from year to year. This is done on a yearly basis in our voter cancellation files, as everyday active voter registrations are cancelled, due to moving to another jurisdiction, moving out of state or deceased.

QUALIFIED VOTER FILE – SOFTWARE UPDATES AND DIGITIZED SIGNATURES – GOAL 8

Clerk's staff will continue to scan digitized signatures into records for the Qualified Voter Program. This will be weekly routine for the Clerk's Office as signatures are obtained from the Secretary of State's Office on a weekly basis.

The Qualified Voter File has also made several enhancements to the software to incorporate the law changes and the Help America Vote Act. The law changes made on the state and federal level mandate that software changes be made in the qualified voter file to incorporate the changes into the voter registration and election administration process.

The Qualified Voter File is also investigating downloading the signatures received at the Secretary of States Driver's File into the Qualified Voter File. If this upgrade happens this would eliminate the local clerk's having to scan signatures in weekly when they are received.

SCANNING TOWNSHIP RECORDS – GOAL 8

Clerk's staff, continues to scan township records for easy retrieval and history. This project started in 2003 and is expected to continue through 2005 and beyond. Once all permanent documents are scanned the scanning will be maintained on a daily basis as required.

ELECTION YEAR 2004 – GOAL 10

Election manuals were re-written for two elections. The manuals were tailored for each election, which becomes increasingly difficult because of the amount of election law changes before the Michigan Legislature. The manuals written will be updated according to Michigan Election Laws, incorporating all new election laws. The Clerk and staff conducted election inspector classes for each election.

Election workers are required by the State to receive one hour of training every two years in order to work on elections. Delta Township requires our election workers to have training for each election they are working and the training and manuals are geared for that specific election. Our election inspectors receive a minimum of four hours training, and the chairman 6 and is required, to work on 2004 elections in Delta Township.

Approximately 4,100 Absent voter applications were mailed in May for the August and November elections, and 9,500 absent voter ballot envelopes were stuffed prior to processing any ballots for the 2004 election year. Staff will be scheduling 140 election workers for the August 3rd, General Primary and the November 2nd, General election. This has been a very busy and challenging year for the Clerk's staff.

CONSOLIDATION OF ELECTIONS

Clerk Vedder has been actively pursuing this issue for sixteen years and we are happy to announce that Consolidation of Elections passed in the Michigan Legislature in 2004. This will be a big impact on the Clerk's Office, as we will be conducting elections every year starting in 2005. Election days have been set for February, May, August and November. The Clerk's Office will now be conducting all municipal, state/federal and school elections. We feel this will be a great benefit to the voters, as they will have one polling location for all elections, and an absent voter application will be sent to all permanent absent voter list participants, through the Delta Township permanent absent voter listing in the Qualified Voter File.

RECYCLING PROGRAMS – GOAL 2

The Clerk's Office is the information source for the Recycling Center. Information sheets are updated and distributed monthly with the latest recycling news as well as printed articles in the Delta Magazine. A notice of special recycling programs, such as De-Junking Days and De-Leafing Days, are also distributed to the public by this office. Many telephone inquiries are received daily regarding Recycling Center hours of operation, what is recyclable and questions on what to do with hard to recycle items, such as paint, refrigerators, text books, etc.

Recycling data is maintained for the purpose of preparing grants. The Clerk's staff works cooperatively with the Parks & Recreation staff and Eaton County Resource Recovery (ECRR) to keep abreast of the latest news,, changes, and programs affecting the Recycling Center. Special programs, such as telephone book recycling, sponsored by the City of Lansing, and ECRR sponsored programs such as: Household Hazardous Waste Drop-Off, Scrap Tire, Ink-Jet Cartridge Recycling and Electronics Recycling are offered at Delta Township. Delta in conjunction with Eaton County, also offers Mercury Thermometer and Household Battery collection points in our office building and at the recycling center.

The Clerk's Office sold over 600 Paper Yard Waste Bags during the year.

DE-JUNKING DAYS – GOAL 2

De-Junking Days took place on May 20, 21 and 22nd, 2004. The Clerk's Office is responsible for scheduling Granger, Padnos, Eaton County Sheriff's Department, and Salvation Army to assist in carrying out the three very busy days when resident bring additional items not usually

accepted at the Recycling Center. This year Mr. Kurt Eure “Granddad” also participated in our program. He collects used bikes for the purpose of teaching children the skill of reconstructing bicycles. Advertising for the event included an article in the quarterly news magazine; notices in the Grand Ledge Independent and Delta-Waverly Community News, and notice via the monthly Recycling new sheet, which is available at the Recycling Center, Administration Building, and is on the recycling link of the Delta Township web site.

We continued with our Voucher program in 2004, in which residents are required to obtain a voucher to participate in the De-Junking program. A total of 3,225 vouchers were given out to 1,075 households. This change continues to receive a lot of positive feedback from township residents because it reduces the long lines created at this event.

The Clerk’s Office staff started issuing vouchers on May 3rd. Vouchers issued per day are as follows: May 3 – 233, May 4 –150, May 5 – 114, May 6 – 135, May 7 – 125, May 10 – 159, May 11 – 192, May 12 – 198, May 13 – 196, May 14 – 183, May 17 – 210, May 18- 411, May 19 – 315m May 20 – 324, May 21 – 201 and May 22 - 79.

DE-LEAFING DAYS – GOAL 2

De-Leafing Days occurred starting on October 16th thru November 20th, 2004 for eleven days where residents can dump their yard waste free of charge. The Clerk’s staff receives many phone calls during De-Junking and De-Leafing Days, responding to questions ranging from hours of operation to what is recyclable.

EATRAN TOKENS

Delta Township continues to sell EATRAN tokens for the elderly, handicapped, students and all other residents. This service is being provided for residents who utilize the EATRAN transit system to better facilitate the purchase of tokens for Delta Township residents.